

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **ASSOCIATE PLANNER**

DEPARTMENT: **PLANNING DEPARTMENT**

BASIC FUNCTION:

Under direction, to perform difficult professional and technical staff work related to current or advance planning and redevelopment programs; and to do related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the full journey level of the professional planner series, and involves the responsibility for the application of professional knowledge and skills to various municipal planning and zoning problems. Responsibilities include the preparation of specific reports and plans with opportunity for independent judgment in planning work details and making technical determinations. This class may be distinguished from the Assistant Planner position and the next higher class of Senior Planner by the level of difficulty and complexity of work performed, and the level of responsibility, accountability and experience required.

KEY RESPONSIBILITIES:

(These are representative duties and the emphasis on certain duties will vary depending on the job assignment.)

Participate in a variety of planning programs involving current and advanced planning, coastal zone environmental analysis, code enforcement and other special project areas.

Meet with developers, architects, engineers and others involved in privately sponsored residential, commercial and industrial projects; review and evaluate project plans for conformance to established land use regulations, codes and policies.

Prepare ordinances, resolutions and staff reports to the City Council, Planning Commission and others regarding departmental planning activities.

May make oral presentations to the City Council, Planning Commission, professional groups, civic groups and other public agencies.

Participate in the conduct of complex studies relating to the social, economic and physical development of the community.

Coordinate and participate in the preparation of environmental reviews and the updating of environmental requirements.

May serve as staff to committees as assigned.

Make authoritative interpretations of applicable regulations and policies.
Respond to difficult citizen complaints and requests for information.

Represent the City in the community and at professional meetings as required.

Assist in coordinating program activities with other City departments and divisions, and with outside agencies.

Assist in training assigned staff.

Provide information to the general public at the development processing counter.

REPORTING RELATIONSHIPS:

This position reports to a Senior Planner and Principal Planner and does not supervise.

QUALIFICATIONS:

Knowledge of:

Principles and practices applicable to planning, redevelopment and housing programs.

Site planning and architectural review.

Applicable federal, state and local laws, and department policies and procedures.

Computer usage and applications.

Organization and functions of the various agencies involved in the planning, redevelopment and housing process.

Skills in:

Public contact.

Research, report preparation and presentation.

Short and long range planning.

Ability to:

Communicate clearly and concisely, orally and in writing.

Prepare and interpret ordinances and formulate land use and housing policies.

Collect and analyze data, and develop complex plans and reports with a minimum of supervision.

Establish and maintain cooperative relationships with City officials and employees, the general public, and representatives of other agencies.

Properly interpret and make decisions in accordance with laws, regulations and policies.

EXPERIENCE AND EDUCATION:

Any combination equivalent to the experience and education that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Three years of increasingly responsible professional planning, redevelopment or housing experience; and

Equivalent to a bachelor's degree from an accredited college or university with major work in planning, geography, public administration, community development, urban design or related field. A master's degree in planning, public administration, business administration or related field is desirable.

SPECIAL REQUIREMENTS:

Possession of, or ability to obtain, a valid California Driver's License may be required for some positions.

PHYSICAL STANDARDS:

Positions in this class are typically situated in a standard office environment resulting in little exposure to the weather and requiring no unusual physical abilities.

General Employee

Salary Schedule

[General Employees Salary Ranges](#)

Benefits

[City of Carlsbad General Employee Benefits](#)